

“Meant to Mention Something” Sample Thank You Letter via Email

Following is a sample thank you letter that can be used after an interview. This letter addresses issues that the interviewer meant to bring up during the interview, but didn't get a chance to. Note that the format is appropriate for email.

Interviewer Name
Interviewer Title
Company name
Company Street Address
City, State, Zip

Dear Mr./Ms. Interviewer:

I'd like to thank you for the time you spent talking with me about the Database Administrator position you have open at (company name). I am very excited about this position and convinced that I would be able to contribute to the company quickly.

I meant to mention during the interview that last summer I attended a three-week intensive seminar on Linux operating systems. I know the job description mentions familiarity with Linux, and I wanted to make sure you knew that I am well-versed in Linux basics. Please contact me if you have any questions about my ability with Linux or about any of my other qualifications.

I look forward to hearing from you soon about the position, and I again thank you for meeting with me.

Sincerely,

Your Name
Your Contact Information